

**SECRET**

DD / S SECRETARY

Approved For Release 2003/04/29 : CIA-RDP84-00780R003200170010-0

DD/S 70-1443

15 APR 1970

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Grounds Beautification**

1. Regarding our conversation the other day, the shrubs located in the woods past the guard gate to Route 123 are located on a nursery developed through GSA for supplying of shrubs to the headquarters site. Access to the nursery is from Saigon Road. From this nursery we maintain a replacement of shrubs on the headquarters grounds.

2. As regards the fallen trees outside of the fence in front of Headquarters Building these will be removed through the services of GSA. The underprivileged summer employees are not sufficiently skilled to handle the big power saws necessary to cut up this wood and we must rely on GSA. This will be done shortly.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

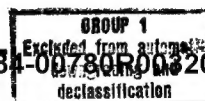
DD/S:RLB:llc (8 April 1970)

Distribution:

- O - Addressee
- ✓ 1 - DD/S Subject
- 1 - DD/S Chrono
- 1 - ER

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**SECRET**



8 APR 1970

MEMORANDUM FOR: Director of Logistics

Jack:

Colonel White buzzed this afternoon on what he identified as two small points:

1. He has noticed shrubs to the left on the road from Gate 1 to Route 123 which apparently were part of one of the private home-type properties we acquired. He wonders if these shrubs might not be saved and/or used to better advantage if they were moved and replanted somewhere in the immediate Headquarters Building area. He further "wondered", if this idea is considered to have merit, if it might be something which the disadvantaged youth might work on this summer.

2. Stemming from the unfortunate experience General Cushman had with the substitute assigned vehicle, he "wondered" if we don't have a reason to have a first-class spare vehicle for assignment as a substitute for any of the assigned driver vehicles rather than picking such a substitute from the Motor Pool.

Perhaps when you get to it you could give us a reaction to these ideas.

(signed) John W. Coffey

John W. Coffey

ADD/S:JWC/ms (3 April 70)

Distribution:

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1 - DD/S Chrono

1 - DD/S Subject

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ADMINISTRATIVE - INTERNAL USE ONLY

36

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S <i>Red</i>		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

**Remarks:**

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director - Comptroller	17 Apr 70

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<b>TRANSMITTAL SLIP</b>		DATE <b>15 APR 1970</b>
TO: <b>Executive Director-Comptroller</b>		
ROOM NO. <b>7-D-59</b>	BUILDING <b>Headquarters</b>	
REMARKS:		
FROM: <b>O-DD/S</b>		
ROOM NO. <b>7-D-26</b>	BUILDING <b>Headquarters</b>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>
FORM NO. <b>241</b> 1 FEB 55		REPLACES FORM 36-B WHICH MAY BE USED.

(47)

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DD/S 70-1443

Executive Registry

70-1901

15 APR 1970

MEMORANDUM FOR: Executive Director-Comptroller

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Deputy Director  
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GROUP 1  
Excluded from automatic  
downgrading and  
declassification